



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

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CECILIA JANUSZKIEWICZ
Deputy Secretary

MEMORANDUM

TO: Personnel Directors in the State Personnel Management System
and Participating Independent Agencies

FROM: Andrea M. Fulton
Executive Director

DATE: August 4, 2004

RE: Employee-to-Employee Leave Report – Fiscal Year 2004

In accordance with Code of Maryland Regulation 17.04.11.22 I (2), please submit a report providing the following information concerning your agency's participation in the State's Employee-to-Employee Leave Donation Program:

- (a) Number of employees who donated leave;
- (b) Type of leave and number of hours donated by each employee;
- (c) Number of employees who received donated leave; and
- (d) Number of hours of donated leave received and used by **each** employee to whom leave was donated.

The reports may be sent to Mr. Frederick E. Ramsey by email to framsey@dbm.state.md.us or by fax to (410) 333-7603. Please use the attached form to complete item (d) of the report.

If you have any questions or need additional information concerning this report, please feel free to contact me at 410-767-4715 or Mr. Ramsey at 410-767-1012.

Attachment

cc: Mr. Frederick E. Ramsey, Employee Relations Director